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OFFICE OF LOGISTICS

Introductory Statement

The Director of Logistics plans and implements Agency logistic support on a global basis. He provides for the procurement, receipt, storage, distribution, accountability, and disposition of Agency material, and also the transportation of personnel, material and supplies, and the furnishing of printing services for the intelligence community.

The Director of Logistics is also responsible for domestic mail, courier, motor pool, and telephone services, space acquisition, maintenance and allied Agency support. He is directly responsible for the planning for the new Agency Headquarters building.

The scope and direction of the Logistic effort is determined by requirements to support both domestic and operational plans, programs and projects world-wide. The Office of Logistics has the capability to support global Agency activities which are expected to continue at approximately the levels established during the current fiscal year.

The Office of Logistics, in line with Agency objectives, missions and policies, continues to refine and adjust its policies and procedures through the issuance of appropriate regulatory material after coordination with interested Agency components. Property accountability has been put into effect on a world-wide basis.

The operations conducted at [] continue to increase both in activity as well as in the various types of support furnished, with particular emphasis on the surveillance and rehabilitation of strategic material required for world-wide support. Plans have been completed for the establishment and funding of the program to provide the military services with those items peculiar to this Agency and required for Unconventional Warfare.

The program for providing overseas stations with a direct procurement channel [] has been completed and is in operation.

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Introductory Statement (Cont'd)

The estimates for the Office of Logistics for Fiscal Year 1962 include the costs for the planned move and occupancy of the new Agency Headquarters Building beginning with the first quarter of Fiscal Year 1962, and also the costs of relocating those offices not scheduled to be moved to the new building.

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OFFICE OF LOGISTICS

NARRATIVE JUSTIFICATION

Executive Direction and Administrative Support

General:

The Director of Logistics is responsible for planning and implementing Agency logistics support and for providing for the procurement, distribution, accountability, and disposition of Agency equipment, supplies, and real estate; for the transportation of personnel, equipment, and supplies; and for providing printing and mail and courier services.

Accomplishments Fiscal Year 1960:

Conducted on-the-spot surveys of domestic and foreign logistical operations, and initiated action to improve the effectiveness and efficiency of logistics support.

Where required, evaluated overseas logistics bases and their capabilities to provide the support required.

Made considerable progress toward the reduced target personnel ceiling of ☐ positions.

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Objectives Fiscal Years 1961 and 1962:

Continue to review world-wide operations and initiate action to improve the effectiveness and efficiency of logistics support.

Continue to evaluate overseas logistics bases and their capabilities to provide the support required.

To review logistics functions and procedures and to conduct an internal management type survey in order to reduce or eliminate unnecessary paper work.

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NARRATIVE JUSTIFICATION (Cont'd)

Executive Direction and Administrative Support (Cont'd)

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961:

Minor changes in estimated requirements are planned as follows:

Personal Services:

Decrease of 0.8 Civilian A.E.	- \$ 6,846
Periodic pay increases.....	+ 5,247
Pay in excess of 52 weeks.....	- 1,250
Civil Service Retirement.....	- 105
Life Insurance Contributions.....	- 1
Health Benefits Contributions.....	+ 10
Civilian Pay Act of 1960.....	+ 1,232
Total Decrease - Personal Services.....	- \$ 1,713
Total Change.....	- 1,713

Mail Distribution

General:

Provides Agency-wide central mail distribution and courier services.

Accomplishments Fiscal Year 1960:

Handles 6,188,962 pieces of mail and provided a total of 52,409 courier runs; consisting of 43,933 scheduled and 8,476 special courier runs.

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NARRATIVE JUSTIFICATION (Cont'd)

Mail Distribution (Cont'd)

Objectives Fiscal Years 1961 and 1962:

To continue to show progress in developing and maintaining an efficient mail and courier service commensurate with the needs of the Agency.

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961:

Minor changes in estimated requirements are planned as follows:

Personal Services:

Periodic pay increases.....	+ \$ 6,708
Temporary - part-time.....	- 1,074
Pay in excess of 52 weeks.....	+ 444
Life Insurance Contributions.....	+ 25
Health Benefits Contributions.....	+ 88
Civilian Pay Act of 1960.....	+ 1,196
Total Increase - Personal Services.....	+ \$ 7,387
Total Change.....	+ 7,387

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NARRATIVE JUSTIFICATION (Cont'd)

New Headquarters Building

General:

Develops and implements planning and policies in connection with the construction and occupancy of the new Agency headquarters building; supplies staff coordination with the Public Buildings Service, the architect-engineer and contractors on matters concerning the new Agency Headquarters building. Due to the numerous changes involved in the relocation of the Agency headquarters a direct comparison of costs is impractical and the estimates reflected under this activity are not always attributable solely to the fact that we are moving to a new building. Attention is called to specific items in the explanation of changes.

Accomplishments Fiscal Year 1960:

Completed the work called for under the Excavation and Foundation contract for the new Agency headquarters building.

Issued a Use Permit for the Virginia Electric and Power Company for the construction of a substation on the new Agency building site, and through General Services Administration negotiated a contract for electric service.

Completed the review of space layouts for floors two through seven and submitted revised space layouts to the Architect-Engineer for the preparation of new partition layouts and related changes.

Continued to work with National Security Agency in engineering and planning the restricted area telephone system for the Deputy Director - Intelligence.

Determined telephone requirements for the move to the new headquarters building.

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NARRATIVE JUSTIFICATION (Cont'd)

New Headquarters Building (Cont'd)

Objectives Fiscal Years 1961 and 1962:

To monitor the work of the Superstructure Contractor and to assist in resolving questions and problems that arise as construction progresses.

To negotiate with the Department of Commerce for use of approximately 10 acres of its property adjoining the new building for parking approximately 1,000 cars.

To complete the North end of the new headquarters building with necessary facilities for occupancy by 1 August 1961.

To develop a plan and time schedule for the move to the new headquarters building.

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961:

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Personal Services:

Revision of grade structure resulting in lower average grade...	- \$	957
Pay in excess of 52 weeks.....	-	193
Civil Service Retirement.....	-	68
Life Insurance Contributions.....	-	2
Health Benefits Contributions.....	+	7
Civilian Pay Act of 1960.....	+	102

Total Decrease - Personal Services..... - \$ 1,111

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NARRATIVE JUSTIFICATION (Cont'd)

New Headquarters Building (Cont'd)

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961: (Cont'd)

Other Operating Expenses:

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Planning of Agency Logistics Support

General:

Provides logistical planning and technical guidance in support of Agency operations.

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NARRATIVE JUSTIFICATION (Cont'd)

Planning of Agency Logistics Support (Cont'd)

Accomplishments Fiscal Year 1960:

Completed the initial Logistics planning phase of having "at-the-ready" and pre-positioned the support capabilities for large scale paramilitary operations.

Developed and completed the Fiscal Year 1960 planning and funding arrangements for the positioning of CIA peculiar items to meet military requirements in specific overseas areas.

Developed and arranged for headquarters distribution of an Agency Logistics Planners Handbook to be used in developing logistical plans or annexes to operational plans.

Completed arrangements with certain communities in neighboring states in connection with the planning for emergency relocation. This was in consonance with the Office of Civilian Defense Mobilization, and Agency emergency planning.

Planned for Logistics support of Agency hot war activities.

Objectives Fiscal Years 1961 and 1962:

To continue the project planning for procuring and positioning CIA peculiar items based on requirements established by the military services.

To improve logistical planning for hot and cold war.

To review, analyze, and recommend adjustments and improvements for Agency world-wide logistics systems.

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NARRATIVE JUSTIFICATION (Cont'd)

Planning of Agency Logistics Support (Cont'd)

Objectives Fiscal Years 1961 and 1962: (Cont'd)

To develop Logistical Support Plans for carrying out Covert Operations in specific geographical areas.

To continue to plan for increased support capabilities in connection with paramilitary operations.

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961:

Minor changes in personal services are planned as follows:

Personal Services:

Decrease of 0.2 Civilian A.E.	- \$ 1,834
Periodic pay increases.....	+ 1,798
Pay in excess of 52 weeks.....	- 423
Civil Service Retirement.....	- 18
Health Benefits Contributions.....	+ 6
Civilian Pay Act of 1960.....	+ 179
Total Decrease - Personal Services.....	- \$ 292
Total Change.....	- 292

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NARRATIVE JUSTIFICATION (Cont'd)

Printing Services

General:

Develops, implements and maintains policies, procedures, methods and standards for the operation of the Agency printing program, and provides Headquarters Agency printing services.

Accomplishments Fiscal Year 1960:

Accomplished highest production ever achieved in terms of printed impressions, requisitions completed etc.

Through improved procedures and controls, reduced overtime hours from 19,435 to 7,146.

Designed and developed a number of labor saving devices which are increasing production and providing more economical utilization of manpower.

Provided support to the Plans Area by dispatching microfilm photographic teams on temporary duty foreign assignments.

Provided advice and assistance on a number of Agency systems projects wherein facets of the graphic arts were of prime importance in the systems.

Objectives Fiscal Years 1961 and 1962:

To obtain through research and development a dimensionally stable map paper.

To continue investigation of new methods and processes which may be utilized in the printing plants to increase production and effect economies.

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NARRATIVE JUSTIFICATION (Cont'd)

Printing Services (Cont'd)

Objectives Fiscal Years 1961 and 1962: (Cont'd)

To investigate the possibility of the utilization of mechanical means to eliminate errors from type and reduce the proofreading burden..

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961:

The only significant change is the requirement for replacement of equipment which it is estimated will reach replacement criteria due to either wear and usage or obsolescence.

Personal Services:

Periodic pay increases.....	+	\$ 10,964	
Filling positions at authorized grade levels.....	+	6,174	
Night work differential.....	+	372	
Pay in excess of 52 weeks.....	-	7,207	
Civil Service Retirement.....	+	755	
Life Insurance Contributions.....	+	59	
Health Benefits Contributions.....	+	442	
Civilian Pay Act of 1960.....	+	1,304	
Total Increase - Personal Services.....			+ \$ 12,863

Other Operating Expenses:

Equipment.....	+	52,167	
Total Increase - Other Operating Expenses.....			+ 52,167
Total Change.....			+ 65,030

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NARRATIVE JUSTIFICATION (Cont'd)

Procurement of Materiel and Contractual Services

General:

Develops, implements and maintains policies, procedures, methods and standards for the procurement of Agency materiel and non-personal services; procures and provides technical guidance for the procurement of materiel and non-personal services for the Agency; and provides a logistical research facility and reference service for use of Agency components.

Accomplishments Fiscal Year 1960:

Developed a Property Record Card System which will further improve property accountability and control of government-owned property in possession of contractors.

Developed and put into use improved research and development contract forms.

Objectives Fiscal Years 1961 and 1962:

To study the feasibility of establishing yearly supply-type contracts for overt procurement of recurring supplies and materials not covered under General Services Administration contracts.

To revise procedures and refine the system for accounting for funds expended as a result of procurement action placed on the Department of Defense.

To fully utilize the Flexowriter system for all Procurement Division contracts, bids, specifications, yearly Supply or Term Type contracts and various maintenance, repair and annual service-type contracts.

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NARRATIVE JUSTIFICATION (Cont'd)

Procurement of Material and Contractual Services (Cont'd)

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961:

Minor changes in estimated requirements are planned as follows:

Personal Services:

Decrease of 1.3 Civilian A. E.	- \$ 10,398	
Periodic pay increases.....	+ 9,140	
Pay in excess of 52 weeks.....	- 2,081	
Civil Service Retirement.....	- 5	
Life Insurance Contributions.....	+ 6	
Health Benefits Contributions.....	+ 33	
Civilian Pay Act of 1960.....	+ 1,752	
Total Decrease - Personal Services.....		- \$ 1,553
Total Change.....		- 1,553

Agency Real Estate and Departmental Telephone Services

General:

Develops, implements, and maintains policies, procedures, methods, and standards for the acquisition, construction, maintenance, administration and disposal of Agency real property; and provides real estate, construction and utilities support, including departmental telephone services, for Agency activities.

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NARRATIVE JUSTIFICATION (Cont'd)

Agency Real Estate and Departmental Telephone Services (Cont'd)

Accomplishments Fiscal Year 1960:

Processed requests for telephone service which resulted in moving 2,016 stations, connecting 1,041; discontinuing 929; and 1,609 equipment changes.

Prepared 1,032 work orders obligating approximately \$448,484 and forwarded them to Public Building Service.

Made engineering and real estate services available to proprietary activities.

Reorganized the Division and reallocated the functional responsibilities.

Continued to negotiate with the Public Building Service for sufficient space to accommodate components not scheduled for occupancy in the new headquarters building.

Objectives Fiscal Years 1961 and 1962:

To continue support for acquisition, construction, maintenance, administration and disposal of real property.

To obtain approximately 450,000 sq. feet of space to accommodate Agency components not scheduled for occupancy in the new headquarters building.

To monitor and minimize expenses relating to renovations and alterations to the temporary buildings prior to the move to the new headquarters building.

To make a study of all overseas hardship stations to improve living conditions in the form of housing, office space, and other requirements.

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NARRATIVE JUSTIFICATION (Cont'd)

Agency Real Estate and Departmental Telephone Services (Cont'd)

Objectives Fiscal Years 1961 and 1962: (Cont'd)

To determine telephone requirements during and after the move to the new headquarters building.

To assist in the development of the requirements of the Photographic Intelligence Center and Technical Services Division and the necessary architectural and engineering contracts for occupancy by these Agency components

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961:

The net increase in requirements for this activity results mainly from the requirement to provide for moving stay-behind offices not scheduled to move into the new headquarters building; performing necessary tenant alterations and changes for these offices and those moved to the new building, partially offset by reduced telephone service requirements for the offices remaining in the District of Columbia area.

Personal Services:

Decrease of 0.1 Civilian A.E. (However, higher average salary of one element in this activity results in net increased cost).....	+	\$	3,303
Periodic pay increases.....	+		3,522
Pay in excess of 52 weeks.....	-		1,819
Civil Service Retirement.....	+		391
Life Insurance Contributions.....	+		25
Health Benefits Contributions.....	+		90
Civilian Pay Act of 1960.....	+		999

Total Increase - Personal Services..... + \$ 6,511

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NARRATIVE JUSTIFICATION (Cont'd)

Agency Real Estate and Departmental Telephone Services (Cont'd)

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961: (Cont'd)

Other Operating Expenses:

Travel.....	+	\$	120
Communications (Reduced telephone service costs for of offices in D. C. area) This should be considered as partially offsetting the increased telephone costs reflected under the New Hdqs. Building activity (page D-8-9).....	-		399,935
Rents and Utilities (PBS to assume rental costs of [] [] leases.....	-		60,046
Other Contractual Services (relocation of stay-behind offices and tenant alterations and changes to house these offices.....	+		800,680
Total Increase - Other Operating Expenses.....	+		340,819
Total Change.....	+		347,330

Storage, Distribution, Control, and Disposal of Agency Materiel

General:

Formulates, implements and administers plans, policies, procedures, methods and standards for the operation of the Agency supply system in order to receive, inspect, account for, store, maintain, issue, and dispose of Agency materiel.

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NARRATIVE JUSTIFICATION (Cont'd)

Storage, Distribution, Control, and Disposal of Agency Materiel (Cont'd)

Accomplishments Fiscal Year 1960:

Effectuated the transfer of property accountability from headquarters to field stations which have only small amounts of property.

Established and implemented a world-wide program for the rehabilitation and relocation of airborne materiel.

Conducted a study of air shipments overseas to determine the feasibility of stocking priority items at strategic overseas locations as a means of reducing the number of air shipments.

Established a program of world-wide surveillance inspection of all ordnance materiel.

Developed procedures for dissemination of lists of excess materiel and discussed with the Office of the Comptroller funding arrangements for issue of excess materiel.

Objectives Fiscal Years 1961 and 1962:

To convert headquarters controlled activities and installations to financial property accounting procedures.

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To develop plans and procedures for providing building supply services in the new headquarters building.

To establish the Electronic Data Processing System within the Supply Division.

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NARRATIVE JUSTIFICATION (Cont'd)

Storage, Distribution, Control, and Disposal of Agency Materiel (Cont'd)

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961:

The net increase in requirements is due to various factors such as the cost of replacement of depot equipment which will meet replacement criteria in Fiscal Year 1962, and for maintenance and repair projects at the depots. These changes are explained as follows:

Personal Services:

Decrease of 3.3 Civilian A. E.	- \$ 20,367
Periodic pay increase.....	+ 17,399
Filling positions at authorized grade levels.....	+ 13,498
Military average employment cost - 1.0 A.E.	- 11,100
Pay in excess of 52 weeks.....	- 5,556
Civil Service Retirement.....	+ 629
Life Insurance Contributions.....	+ 49
Health Benefits Contributions.....	+ 145
Civilian Pay Act of 1960.....	+ 4,702

Total Decrease - Personal Services..... - \$ 601

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NARRATIVE JUSTIFICATION (Cont'd)

Storage, Distribution, Control, and Disposal of Agency Materiel (Cont'd)

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961: (Cont'd)

Other Operating Expenses:

Travel.....	+	500
Transportation of Things.....	+	1,400
Rents and Utilities (Tape punching equipment - full year basis).....	+	4,200
Other Contractual Services (Repacking program, trucks and laborers, depot repair and maintenance projects).....	+	46,603
Equipment (Replacement in accordance with criteria).....	+	<u>47,310</u>
Total Increase - Other Operating Expenses.....		<u>+ 100,013</u>
Total Change.....		<u>+ 99,412</u>

Transportation Services

General:

Provides or arranges for the transportation of Agency supplies and equipment, personnel, household effects, and privately-owned automobiles on a world-wide basis; develops transportation regulations, procedures, and programs to ensure timely movement of personnel, equipment, and supplies to meet operational requirements; operates a headquarters motor pool; develops, implements, and maintains policies, procedures, methods, and standards pertaining to the allocation, operation, use, and maintenance of Agency motor vehicles world-wide.

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OFFICE OF LOGISTICS

NARRATIVE JUSTIFICATION (Cont'd)

Transportation Services (Cont'd)

Accomplishments Fiscal Year 1960:

Implemented the revised [] address markings.

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Objectives Fiscal Years 1961 and 1962:

To establish new procedures for processing bills for storage of household effects.

To review and implement H. R. 7758 Overseas Differentials and Allowances Act, as it applies to Headquarters []

To determine Agency bus transportation requirements during the transition period to the new Agency building, and subsequent permanent requirements for service between the new building and components at other locations.

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961:

The net decrease in requirements is primarily due to the planned completion in Fiscal Year 1961 of the interdepot shipments.

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OFFICE OF LOGISTICS

NARRATIVE JUSTIFICATION (Cont'd)

Transportation Services (Cont'd)

Explanation of Changes in Financial Requirements Fiscal Year 1962 over Fiscal Year 1961: (Cont'd)

Personal Services:

Decrease of 2.1 Civilian A. E.	- \$ 12,071
Periodic pay increases.....	+ 6,705
Pay in excess of 52 weeks.....	- 2,375
Civil Service Retirement.....	- 425
Life Insurance Contributions.....	- 13
Health Benefits Contributions.....	+ 36
Civilian Pay Act of 1960.....	+ 1,206

Total Decrease - Personal Services..... - \$ 6,937

Other Operating Expenses:

Transportation of Things.....	- 106,262
Other Contractual Services.....	+ 320
Equipment.....	+ 5,953

Total Decrease - Other Operating Expenses..... - 99,989

Total Change..... - 106,926

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